

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: HR RECRUITMENT SPECIALIST

POSITION LOCATION: Agency Human Resource Management & Development

POSITION REPORTS TO: Director of Human Resource Management & Development

POSITION SUPERVISES: Recruitment Technician

SUMMARY OF WORK:

Provides technical and managerial support to the Director of Human Resource Management in the areas of recruitment and new hire certifications.

MINIMUM QUALIFICATIONS:

A.A. Degree, two-year business school, or equivalent with coursework in Human Resources (HR); two years of experience recruitment; one year supervisory or work leader experience. High School Diploma or G.E.D. and two additional years of experience will substitute for education.

PREFERRED QUALIFICATIONS:

Experience with the State of Arizona, experience in an educational setting, and additional years of related training or education beyond the minimum.

MAJOR DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this position include but are not limited to the following:

- Reviews policies and procedures related to recruitment including hiring, transfer, and assignment and recommends revisions and additions; assists in interpreting and implementing policy and procedure changes.
- Develops creative techniques to recruit productive, quality employees in a time sensitive, cost efficient manner.
- Tracks vacancies and conducts recruitment activities for vacant positions, including writing job announcements and advertisements, following laws and guidelines of EEOC.
- Advertises vacancies throughout the Agency, on the Internet, in newspapers, journals, with special organizations, job fairs and through mass mailings, etc.; authorizes requisitions for advertising costs.
- Assists in the development and maintenance of an agency Human Resource Management (HRM) website.
- Develops positive relationships with organizations in Arizona and Nationwide in order to improve the public image of the schools and publicize vacancies.

- Maintains the applicant office at the Agency headquarters in Tucson and assists in updating the applicant areas in the regional locations; responds to public inquiries regarding employment opportunities.
- Maintains recruitment files.
- Manages the new employee fingerprinting process.
- Assists applicants with State, National and other certification processes, distributes forms, responds to questions, tracks applications and certificates in a database.
- Collects applications, screens applications for minimum qualifications, communicates the results of screening within required timeline, forwards qualified applications to hiring supervisor for review, conducts reference checks, schedules interviews, collects I-9 information, communicates with finalists.
- Processes personnel action forms for hiring new employees ensuring completeness, accuracy and equality.
- Assists in developing, revising, and implementing HRM forms in the assigned areas.
- Maintains a working knowledge of other areas of HRM for possible back up in the event of absences.
- Trains personnel liaisons in the area of recruitment, certification, fingerprinting, and personnel actions.
- Supervises subordinate personnel in the areas of recruitment, fingerprinting and certification including training, directing work activities, evaluation, and discipline.
- Confers with Supervisor; gives information and advice; receives instruction and guidance; attends scheduled department meetings.
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of currently accepted Human Resource Management principles and practices applicable to assigned program areas.
- Knowledge of Federal and State statutes, Agency policies, procedures, rules and regulations.
- Knowledge of current court decisions and pending legislation affecting duties assigned.
- Knowledge of current practices in recruitment, certification and fingerprinting.
- Knowledge of records management methods and procedures.
- Skill in oral and written communication.
- Skill in problem analysis and resolution.
- Skill in the use of PCs and related software including MS Office, Power Point, the State's HRM system, and Internet utilities.
- Skill in organization and management of time, resources, and finances.
- Ability to effectively supervise staff.
- Ability to establish interpersonal relations, as applied to contacts with employees, other HR staff, recruitment agencies, ADE, DPS, special schools and the general public.
- Ability to learn Sign Language.